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MINUTES OF SECOND MEETING

OFFICE OF LOGISTICS REPORTS REVIEW PANEL  
7 August 1956

Representatives Present:

25X1A9a [REDACTED], Chairman  
[REDACTED], Reports Management Officer  
[REDACTED], Administrative Staff  
[REDACTED], Planning Staff  
[REDACTED], Printing Services Division  
[REDACTED], Real Estate & Construction Division  
[REDACTED], Supply Division  
[REDACTED], Transportation Division

Procurement Division was not represented at this meeting, but the events were discussed with Mr. [REDACTED] later.

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Activity Reports were rediscussed. Transportation Division, Supply Division and Procurement Division feel that it is not practicable at present to eliminate weekly reports in favor of monthly reports within their divisions. Real Estate and Construction Division internal reports are now on a monthly basis. Printing Services Division reports are on a bi-weekly basis. Division and Staff reports are submitted to the Director of Logistics on a monthly basis in accordance with LI 5-500-3 and amendment contained in LN 5-500-5.

Objectives and Accomplishments Reports were rediscussed and decision made to submit for approval a revision of LI 5-500-4 which would confine this to an annual report submitted by 20 July as of 1 July, each year. This report from Divisions and Staffs will be utilized in submitting an annual report to the DD/S and also in the final budget submission. The material on objectives necessary for the preliminary budget submission will be obtained from the Divisions as necessary on a verbal or informal basis. Means of confining these reports to major objectives were discussed, and it was emphasized that any accomplishment should be related to a prestated objective, with accomplishments against ad hoc special projects listed as such.

Statistical Reports - Various aspects of the statistical reporting system were discussed. It is considered desirable from an Office of Logistics point of view to have statistics fed to a central point where they are readily available and can be compiled into studies and reports as needed.

Each Division was asked if they would normally compile for their own needs the statistics they are now submitting to Planning Staff and if they would be prepared on a monthly basis. Transportation Division, Procurement Division, and Supply Division stated they would compile the same statistics; 1

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probably on a monthly basis, regardless of the Office requirements. Real Estate and Construction Division would not need all the statistics and possibly not on such a frequent basis. Mrs. [REDACTED], Planning Staff, was requested to discuss with each division the material she is receiving and to adjust the "Operational Statistical Book" for FY 1957 to such figures and to a reporting period compatible, as far as possible, with the Divisions' needs. The FY 1957 book will not contain graphs except by specific request. 25X1A9a

Related statistics crossing division lines should be reported in common terms so that an over-all analysis may be made as required.

The 'Allocation of Space' portion of the Real Estate and Construction Division report is not being utilized on an Office level and will be discontinued with the understanding that the background records are available from which reports may be prepared as required.

Printing Services Division requested to discontinue sending a monthly production report to Planning Staff. This will be discontinued since the figures are not incorporated into the "Operational Statistical Book" and since they are available in the Division on a weekly basis.

Division and Staffs will discontinue reporting overtime and salaries to Planning Staff as the figures are reported by Budget and Fiscal Branch for the Office as a whole. The statistical chart appearing in the "Operational Statistical Book" will be adjusted to reflect pay periods rather than calendar months.

Each Division is now receiving from Planning Staff a copy of their portion of the "Operational Statistical Book". Mrs. [REDACTED] was also requested to discuss with each Division their need for this copy and to be guided by the wishes of the Divisions. 25X1A9a

The "Operational Highlights" book is not used in the Divisions and preparation of this book is discontinued.

Panel representatives were requested to present at the next meeting any suggestions or problems concerning reports required by Agency components external to the Office of Logistics.

APPROVED:

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